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T/I/M-4
28 October 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Content Control - Task Team I


Minutes of Fourth Meeting - 13 October 1964

Members or Their Representatives Present

CIA - 
DIA - 
NSA - 
- 
CSS - 

Others Present



1. The meeting was opened by  who reiterated the mission of the Content Control Team - to develop a scheme to identify the substantive content of documents to aid in dissemination. This was done to provide a proper setting for the following briefing. He indicated that this was the second in a series of visits to dissemination activities of the USIB agencies. The next meeting will be held at NSA on 27 October 1964 at 1300 to examine their secondary distribution - proper clearance is required in advance for attendees other than Task Team members. Subsequent visits will be made to DIA (DIAS), CIA (FDD and FBIS) and if it can be arranged, a visit to State (Records Management).

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2. The meeting was then turned over to [REDACTED], Chief of the Document Division, OCR at CIA. Mr. Covell provided a comprehensive background briefing on the dissemination activities of the Document Division. In addition, extensive discussion occurred during the presentation. Highlights of [REDACTED] briefing and related discussion are contained in attachment 1.

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[REDACTED]

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Secretary

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Attachment I

Highlights of Briefing

[redacted] Chief, Document Division, OCR/CIA

1. Document Division (DD) receives approximately [redacted] month. [redacted] are pub [redacted]

each month in many different series. In addition, DD screens and disseminates other agency reports including those from other USIB agencies, elements of the Foreign Affairs Community, other government agencies and reports received [redacted]

2. Document Division (DD) acts as the primary distribution point for all the above reports internally to CIA. In addition, it performs external dissemination of CIA reports to authorized recipients. CIA reports are sent by the originator to Printing Services Division (PSD) in mat form where they are reproduced. The mats are accompanied by Consolidated Receipt Forms which also serve as a print order for PSD. Copies reproduced for DIA, State and NSA are bulk packaged and sent to their primary distribution points by PSD. About 30 copies of each report are sent to DD by PSD for internal dissemination within CIA and any additional external dissemination.

3. Document Division (DD) reads for and disseminates to 204 points in CIA and 19 points outside CIA. Within CIA, the Deputy Director for Intelligence (DD/I) organization is the largest consumer (168 points); the Deputy Director for Science and Technology (DD/S&T) organization is the second largest (15 points) and the Deputy Director for Support (DD/S) next with 13 points; others account for the remaining 22 points. The average number of points to which an information report is distributed by DD is 12-14. It is apparent from this that DD is keeping the volume of paper down to a minimum by performing the reading and screening based on user statements of interest.

4. Until a year ago, the Office of Research and Reports (ORR) had its own reading panel, 16 disseminators, a chief and an assistant chief, who read and screened all incoming information reports. At that time DD took over this function for ORR and is currently reading for 66 points within ORR. After an initial set-back, the hourly production rate has returned to a normal 12-14 documents per man-hour.

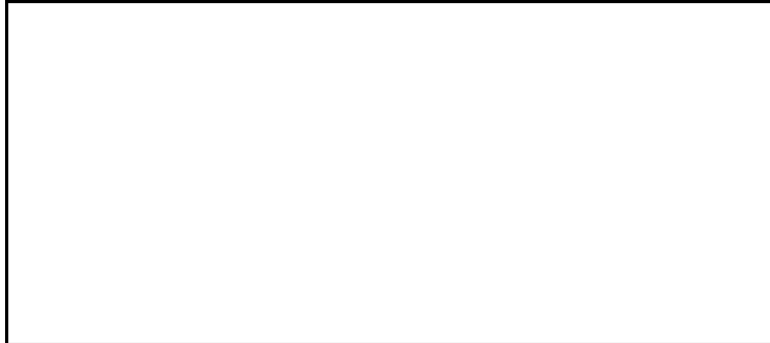
5. [redacted] then discussed the Basic Reading Requirements against which DD disseminates reports. There is no standard format as such required of customers. They are allowed to state their needs for dissemination as they see fit. However, the requirements are rewritten into a standardized format in coordination with the requirements officials of the office concerned. Basic Reading Requirements of the Strategic Missiles Branch and the Defense Missiles Branch, both of the Forces Division, ORR Military Research Area; and of the Physics and Electronics Branch, General Sciences Division, OSI were examined by the group.

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6. Discussion occurred concerning the problems involved in reading for some 200 different customers. It was pointed out that DD disseminators specialize by source i.e. Defense; State; CIA-originated reports. These disseminators are GS-9 level and senior disseminators at the GS-11 level. Many of these people have had from 12 to 15 years experience in their jobs and they stay in close personal contact with the customers. A new disseminator is considered in training status for at least six months.

7. Discussion then addressed the general dissemination patterns that had been developed by DD. These take the form of lists of requesters organized by request terms such as:



Under these headings all agency requesters listed together with some expression of geographic or other area of interest, e.g., world wide, Sov Bloc only, Development and Testing, etc. These lists are reviewed and updated at least once a year.

8. A record of dissemination is maintained for each report on standard punch cards. These are filed daily by machine. The file provides security accountability for classified reports, facilitates the proper distribution of amendments or corrections, and serves as an "in-processing" record of receipt.

9. Regarding the dissemination of information received in cable form, it was indicated that these are handled separately by the Cable Secretariat. Col. Butler indicated that his organization's reading requirements were similar to those used by DD but had to be less specific in order to process an average of 2000 cables a day in a timely manner.

10. One copy of each report received in DD is sent to Intellofax. About half of these are indexed by the ISC for the system. The balance are NOINDEXED, receiving minimum bibliographic control for retrieval. [redacted] was asked to comment on the feasibility of a content control scheme. He indicated that it would be acceptable if applied by the originators of documents. He was quite sure he would not wish to split his capability to apply a content control scheme as well as to accomplish his dissemination function.

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